



Preparing for 2016- Best Practices



***2016 MONTANA ELECTION ADMINISTRATOR
CERTIFICATION TRAINING***

***MONTANA SECRETARY OF STATE LINDA MCCULLOCH
ELECTIONS AND GOVERNMENT SERVICES
SOS.MT.GOV SOSELECTIONS@MT.GOV***

Preparing Ballots: Proofing Charlotte Mills, Gallatin County



- Make sure the **names** on the certification letters from SOS and Office of Political Practices **match** the names on the filing forms
- Make sure the **relationships** between the Senate and House Districts and Precincts are correct
- Make sure **Candidates** are associated with their correct **districts** and **precincts**
- Make sure the **ballot language** for all issues is the **same** as the **resolution** from the governing body or the petition

Preparing Ballots: Proofing Charlotte Mills, Gallatin County



- **Relationships
for Precincts,
Senate Districts,
and House
Districts for
Gallatin County:**

NO.	PRECINCT NAME & ADDRESS	
59A	Bridger Canyon Fire Station – 8081 Bridger Canyon Rd	Senate District 30
61A	Fairgrounds Bldg #1 – Tamarack & Black	House District 59
61B	Fairgrounds Bldg #1 – Tamarack & Black	PCT 59A
61C	Fairgrounds Bldg #1 – Tamarack & Black	
61D	Hope Lutheran Church – 2152 W. Graf St	Senate District 31
62A	Hope Lutheran Church – 2152 W. Graf St	House District 61
62B	Hope Lutheran Church – 2152 W. Graf St	House District 62
62C	Hope Lutheran Church – 2152 W. Graf St	PCT 61A PCT 62A
62D	Hope Lutheran Church – 2152 W. Graf St	PCT 61B PCT 62B
63A	Hope Lutheran Church – 2152 W. Graf St	PCT 61C PCT 62C
63B	Hope Lutheran Church – 2152 W. Graf St	PCT 61D PCT 62D
63C	Hope Lutheran Church – 2152 W. Graf St	
64A	Povah Community Center – 10 Geyser St	Senate District 32
64B	Big Sky Water/Sewer Office – 561 Little Coyote Rd, Big Sky	House District 63
64C	Gallatin Gateway Comm Center – 145 Mill St	House District 64
64D	Fairgrounds Bldg #2 – Tamarack & Black	PCT 63A PCT 64A
65A	Fairgrounds Bldg #2 – Tamarack & Black	PCT 63B PCT 64B
65B	Fairgrounds Bldg #2 – Tamarack & Black	PCT 63C PCT 64C
65C	Fairgrounds Bldg #2 – Tamarack & Black	PCT 64D
66A	Fairgrounds Bldg #1 – Tamarack & Black	Senate District 33
66B	Fairgrounds Bldg #1 – Tamarack & Black	House District 65
66C	Fairgrounds Bldg #1 – Tamarack & Black	House District 66
67A	Fairgrounds Bldg #3 – Tamarack & Black	PCT 65A PCT 66A
67B	Belgrade Special Events Center – 220 Spooner Rd	PCT 65B PCT 66B
67C	Belgrade Special Events Center – 220 Spooner Rd	PCT 65C PCT 66C
68A	River Rock Community Center – 101 River Rock Rd	Senate District 34
68B	River Rock Community Center – 101 River Rock Rd	House District 67
68C	Belgrade Special Events Center – 220 Spooner Rd	House District 68
69A	Three Forks High School – 212 E Neal St	PCT 67A PCT 68A
69B	Manhattan Christian School – 8000 Churchill Rd	PCT 67B PCT 68B
69C	Manhattan High School – 200 W Fulton Ave	PCT 67C PCT 68C
69D	Fairgrounds Bldg #3 – Tamarack & Black	Senate District 35
		House District 69
		PCT 69A
		PCT 69B
		PCT 69C
		PCT 69D

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Senate District 30

House District 59

PCT 59A

Senate District 31

House District 61

House District 62

PCT 61A

PCT 62A

PCT 61B

PCT 62B

PCT 61C

PCT 62C

PCT 61D

PCT 62D

Senate District 32

House District 63

House District 64

PCT 63A

PCT 64A

PCT 63B

PCT 64B

PCT 63C

PCT 64C

PCT 64D

Senate District 33

House District 65

House District 66

PCT 65A

PCT 66A

PCT 65B

PCT 66B

PCT 65C

PCT 66C

Senate District 34

House District 67

House District 68

PCT 67A

PCT 68A

PCT 67B

PCT 68B

PCT 67C

PCT 68C

Senate District 35

House District 69

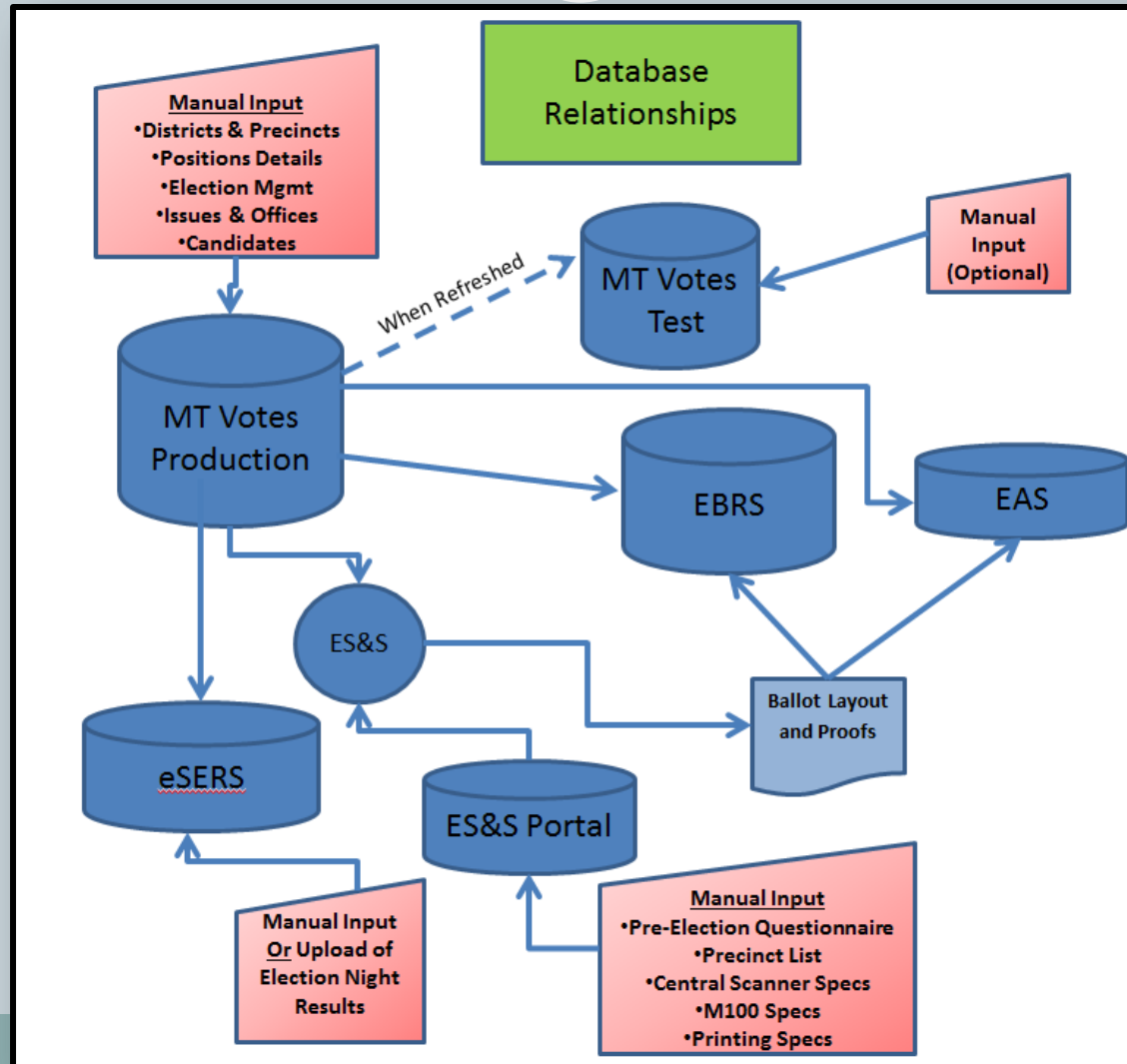
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PCT 69B

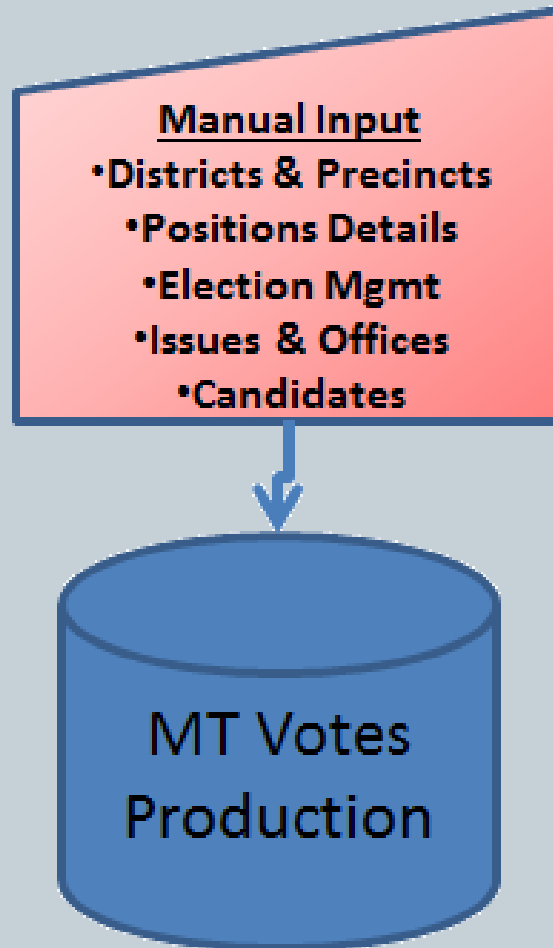
PCT 69C

PCT 69D

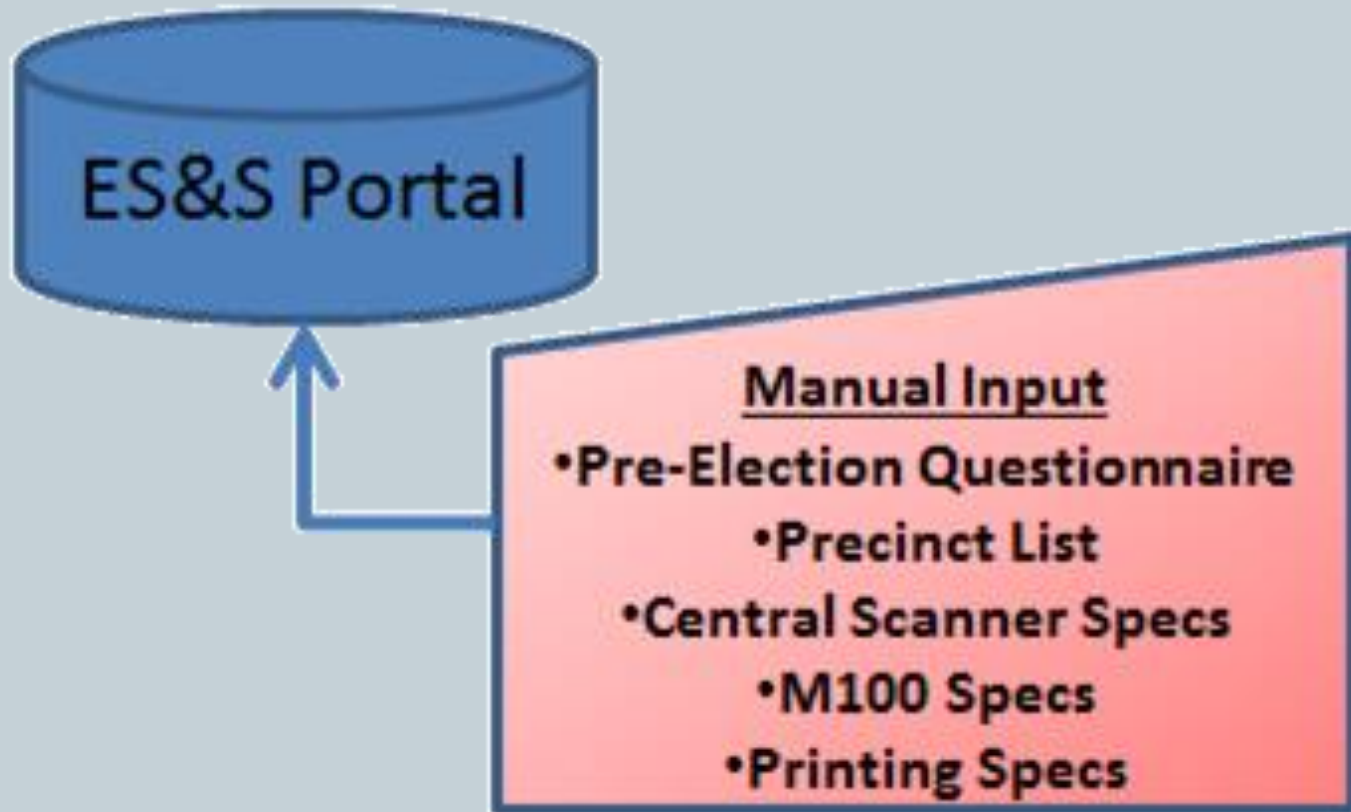
Preparing Ballots: Proofing Charlotte Mills, Gallatin County



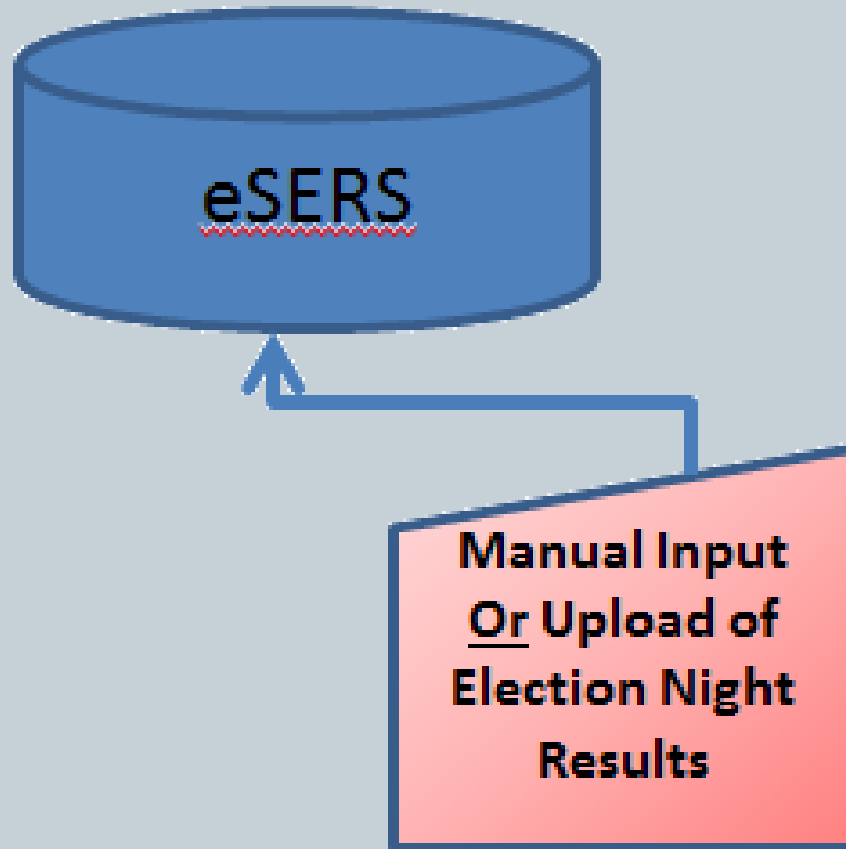
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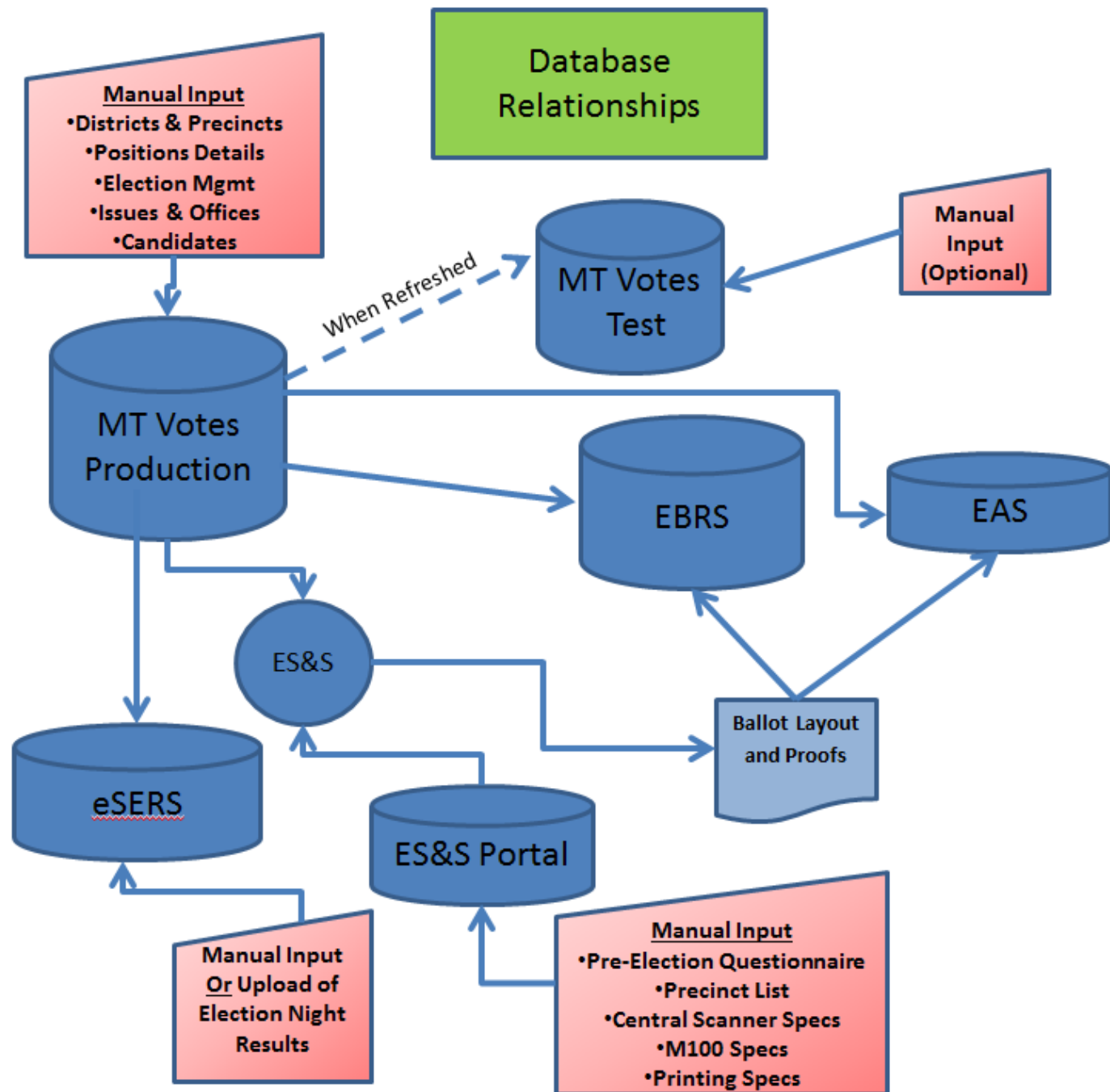


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Late Registration and Voting - Managing Lines

Rina Moore, Cascade Co



- Make sure that you have **several late registration computer stations** and that additional staff has taken the MT Votes training
- Make sure that the late registration line **is not tangled** among those who are already registered that are trying to vote.

Late Registration and Voting - Managing Lines

Rina Moore, Cascade Co



- Have **clip-boards with pens and registration cards available** along the line so they can fill out their information before getting to the late registration table.
 - It is helpful to have a **staff member go up and down the line** in case there are any questions.
- Make sure that the judges are **not sending people to you** that shouldn't be in the late registration line, for example, inactive voters

Late Registration and Voting - Managing Lines

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- Make sure that the voters know that if they are **in line by 8:00 pm**, that they will be allowed to vote.
- Have **information tables set up at the front** of the facility to assist voters.



Late Registration and Voting - Managing Lines

Rina Moore, Cascade Co



- ... DON'T LET ANYONE SERVE COOKIES AND WATER AS THIS WILL GET YOU INTO TROUBLE!



Primary Elections

Alan Miller, SOS Elections



- I'm going to discuss specific ways in which primary elections are **different** than general elections,
- How to handle voted and **unvoted** party ballots, and . . .
- Handling **signature gatherers** at the polls.



Primary Election

Alan Miller, SOS Elections



- Primary Elections vs. General Elections
 - In primary elections, **separate ballots are printed for each party** that qualifies to have a ballot printed.
 - ✦ In the general election, all candidates appear on a **single ballot**.

Primary Election

Alan Miller, SOS Elections



- Primary Elections vs. General Elections
 - In primary elections, voters have to choose **one party's ballot** from among the party ballots.
 - ✦ In the general election, voters are handed only one ballot and can vote for any of the candidates on that ballot.
 - In primary elections, you may have **signature gatherers** and their opponents at the polling place.
 - ✦ In the general election, there are almost never signature gatherers at the polling place.

Primary Election

Alan Miller, SOS Elections



- Unvoted/Voted ballots
 - As noted, in a primary election, voters are provided with all party ballots:
 - ✦ At the **polls**, voters will vote one party ballot, and place the unvoted party ballot(s) **in an unvoted sleeve or envelope** to be deposited in an unvoted ballot box.
 - ✦ When voting **absentee**, voters are instructed to return the unvoted ballots **in an unvoted party ballot envelope**.
 - If the voter neglects to return the unvoted ballots, **there is no penalty**, and you do not need to notify the voter.

Primary Election

Alan Miller, SOS Elections



- Unvoted/Voted ballots
 - Check page 88 of the [Election Judge Handbook](#) for various scenarios on **handling primary ballots**:
 - ✦ If an elector enclosed **all party ballots** in the secrecy envelope, if the judges can determine that **only one party ballot is marked**, then that ballot may be counted. Judges place the unmarked ballot in an unvoted ballot envelope.
 - ✦ If there is no way for an election judge to determine which party ballot the voter intended to have counted, especially **if multiple party ballots have been marked**, all ballots must be rejected.

Primary Election

Alan Miller, SOS Elections



- Unvoted/Voted ballots
 - Check page 88 of the [Election Judge Handbook](#) for various scenarios on **handling primary ballots**:
 - ✦ If individuals with the same mailing address enclosed all their voted party ballots **in one signature envelope**:
 - If each individual signed the signature envelope, and each individual's ballot was placed **in its own secrecy envelope**, you may accept those ballots.
 - However, if each individual did not sign the signature envelope, and/or each ballot is **not in its own secrecy envelope**, the ballots must be rejected.

Signature Gathering at the Polls

Alan Miller, SOS Elections



- According to an Attorney General opinion, orderly signature gathering of initiative petition signatures that does not interfere with the election process or obstruct voter access to the polls **may not be prohibited**.
- Ideally, signature gatherers should request, before election day, to gather signatures at the polling place, but **this is not required by law**.
- Additionally, **opponents** to a ballot issue for which signatures are being gathered have the same rights and responsibilities as signature gatherers at the polling place.

Signature Gathering at the Polls

Alan Miller, SOS Elections



- Be sure your election judges know that if signature gatherers or opponents appear at the polling place, **even without notifying your office**, they have the right to be at the polling place.
- If it is **impossible** to fit all signature gatherers and opponents in the polling place, allow them to be **as near as possible**, without obstructing the polling place.
- If signature gatherers or opponents are causing a **disturbance**, please contact the **SOS office**.

Large County Best Practices Questions

